

The City of Pottersville Tax Increment Finance Authority

Pottersville City Hall, 319 N. Nelson Street – (517) 645-7641 – www.pottersvillemi.org

TIFA MEETING AGENDA

Monday, April 8th 2024 at 6:00 p.m.

A. Call the Meeting to Order:

B. Pledge of Allegiance:

C. Roll Call: Members Bob Nichols, Brian Goodman, Joseph Bristol Jr., Judy Lenneman, Jon McNett, Elizabeth Ross, Ronald Norman.

1. Members Present: _____
2. _____
3. Members Absent: _____
4. _____

D. Agenda Approval:

E. Approval of Minutes:

1. Draft Meeting Minutes from March 11, 2024

F. Approval of Bills: \$61,640.74

G. Public Comment: Items on the Agenda.

H. Old Business: None.

I. New Business:

1. None

J. Public Comment: Items not on the Agenda.

K. Communications from Board Members:

L. Next Meeting: May 13, 2024 at 6:00 p.m.

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

Potterville TIFA Board Minutes

Monday, March 11, 2024 @ 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by B. Nichols at 6:00 p.m.

Pledge of Allegiance was recited by all.

Roll Call: **Present:** B. Nichols, J. Bristol, L. Ross, B. Goodman J. McNett, R. Norman, and J. Lenneman.
 Absent: N/A

Agenda Approval: Motion by Member Ross to approve the agenda, seconded by Member Norman. Motion carried (7-0-0).

Approval of Minutes: Motion by Member Ross to approve the minutes from February 12, 2024, seconded by Member Bristol. Motion carried (7-0-0).

Approval of Bills: Motion by Member Norman to pay bills totaling \$10,192.08, seconded by Member Ross. Motion carried (7-0-0).

Public Comment: N/A

Old Business: N/A

New Business:

1. Law Enforcement Vehicle Replacement Capital Outlay: Chief Barry presents potential opportunities in trading 2013 Charger for 2024 Silverado. Board discusses. Motion by Member Goodman to spend up to \$75,000 for the Potterville Police Department to spend on the Law Enforcement Vehicle Replacement Capital Outlay, seconded by Member Bristol. Motion carried (7-0-0).
2. TIFA 2023-2024 Fiscal Budget Amendment Hearing: Motion by Member Bristol to open the TIFA 2023-2024 Fiscal Budget Amendment Hearing, seconded by member Ross. Motion carried (7-0-0).
3. TIFA 2023-2024 Fiscal Budget Amendments: Motion by Member Nichols to approve the budget with caveat of \$75,000 increase to Capital Outlay, seconded by Member Goodman. Motion carried (7-0-0). Motion by Member Norman to close the TIFA 2023-2024 Fiscal Budget Amendment Hearing, seconded by Member Bristol. Motion carried (7-0-0).

Public Comment: N/A

Communications from Board: Member Lenneman agrees this purchase will be good for Potterville and Eaton County.

Next Meeting: Monday, April 18, 2024 at 6:00 p.m.

Administrative Report: N/A

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Meeting adjourned by Member Nichols at 6:42 p.m.

Respectfully submitted,
Kayla Schwartz, TIFA Secretary

Approved by TIFA Board _____, 2024

DRAFT

GL Number	Description	Beginning Balance
247-000-001.000	CASH	120,913.15
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00
Beginning GL Balance:		290,913.15
Less: Cash Disbursements		(63,612.35)
Add: Journal Entries/Other		84.55
Ending GL Balance:		227,385.35

GL Number	Description	Ending Balance
247-000-001.000	CASH	57,385.35
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00
Ending GL Balance:		227,385.35
Ending Bank Balance:		229,939.62
Add: Deposits in Transit		0.00
Less: 2 AP Outstanding Checks		2,554.27
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		227,385.35
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 4-8-24

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BERGER CHEVROLET		
176750	2024 CHEVY SILVERADO	50,866.00
TOTAL VENDOR BERGER CHEVROLET		50,866.00
VENDOR NAME: DUROTECH AUTOMOTIVE		
44347	DRAWER STORAGE AND GROWLER FLEET FOR POLICE PICKUP	2,179.27
TOTAL VENDOR DUROTECH AUTOMOTIVE		2,179.27
VENDOR NAME: JODI WEST		
APRIL 2024	FINANCIAL DUTIES MONTH OF APRIL 2024	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
APRIL 2024	SECRETARIAL DUTIES MONTH OF APRIL 2024	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: LINCOLN'S TOUCH		
7159	WINDOW TINTING NEW POLICE TRUCK	375.00
TOTAL VENDOR LINCOLN'S TOUCH		375.00
VENDOR NAME: WIGHTMAN		
86494	GENERAL ENGINEERING HROUGHT 3/22/2024	7,812.14
TOTAL VENDOR WIGHTMAN		7,812.14
GRAND TOTAL:		61,640.74

PERIOD ENDING 03/31/2024

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 03/31/2024
		NORMAL	(ABNORMAL)		
Assets					
247-000-001.000	CASH	163,458.08			57,385.35
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	0.00			170,000.00
TOTAL ASSETS		163,458.08			227,385.35
Fund Equity					
247-000-390.000	FUND BALANCE	50,368.77			161,213.27
TOTAL FUND EQUITY		50,368.77			161,213.27
Revenues					
247-728-401.000	PROPERTY TAXES	175,963.07		183,809.96	183,809.96
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98		22,561.19	22,561.19
247-728-665.000	INTEREST INCOME	45.76		8,447.02	3,197.56
TOTAL REVENUES		195,404.81		214,818.17	209,568.71
Expenditures					
247-728-703.005	WAGES - OTHER	3,674.98		4,975.00	3,749.98
247-728-727.000	OFFICE EXPENSE	0.00		1,125.00	1,025.00
247-728-731.000	PUBLICATION	0.00		300.00	0.00
247-728-801.000	ATTORNEY	0.00		500.00	0.00
247-728-803.000	ENGINEERS FEES	5,058.86		28,000.00	15,568.88
247-728-807.000	AUDIT	4,250.00		4,350.00	4,350.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	0.00		150,176.84	0.00
247-728-967.700	CITY IMPROVEMENTS	1,899.16		0.00	0.00
247-728-970.000	CAPITAL OUTLAY	0.00		75,000.00	53,420.27
247-728-992.000	BOND PRINCIPAL	50,000.00		50,000.00	50,000.00
247-728-993.000	BOND INTEREST	17,432.50		15,283.00	15,282.50
TOTAL EXPENDITURES		82,315.50		329,709.84	143,396.63
Total - All Funds:		0.00		114,891.67	0.00

04/02/2024 02:55 PM
User: JWest
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2023 TO 03/31/2024
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 03/31/2024
247	TAX INCREMENT FINANCING AUTHOR	161,213.27	479,643.71	413,471.63	227,385.35

GL #	DESCRIPTION	NET ACTIVITY	BALANCE
		DR (CR)	DR (CR)
247-000-001.000	CASH	Beg. Balance	61,213.27
	July	(361.00)	60,852.27
	August	146,157.61	207,009.88
	September	(58,463.10)	148,546.78
	October	20,173.58	168,720.36
	November	(68,108.45)	100,611.91
	December	(328.15)	100,283.76
	January	21,621.74	121,905.50
	February	(992.35)	120,913.15
	March	(63,527.80)	57,385.35
	End Balance 03/31/2024	(63,527.80)	57,385.35
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	Beg. Balance	100,000.00
	July	0.00	100,000.00
	August	0.00	100,000.00
	September	0.00	100,000.00
	October	0.00	100,000.00
	November	70,000.00	170,000.00
	December	0.00	170,000.00
	January	0.00	170,000.00
	February	0.00	170,000.00
	March	0.00	170,000.00
	End Balance 03/31/2024	0.00	170,000.00

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR
		06/30/2023	2023-24	03/31/2024	MONTH 03/31/20	
		NORMAL	(ABNORM AMENDED BUDGET	NORMAL	(ABNORM INCREASE	(DECR
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	175,963.07	183,809.96	183,809.96		0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98	22,561.19	22,561.19		0.00
247-728-665.000	INTEREST INCOME	148.99	8,447.02	3,197.56		84.55
Total Dept 728 - TIFA DEPT		195,508.04	214,818.17	209,568.71		84.55
TOTAL REVENUES		195,508.04	214,818.17	209,568.71		84.55
Expenditures						
Dept 728 - TIFA DEPT						
247-728-703.005	WAGES - OTHER	4,899.97	4,975.00	3,749.98		408.33
247-728-727.000	OFFICE EXPENSE	1,123.05	1,125.00	1,025.00		1,000.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00		0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00		0.00
247-728-803.000	ENGINEERS FEES	5,058.86	28,000.00	15,568.88		1,692.50
247-728-807.000	AUDIT	4,250.00	4,350.00	4,350.00		0.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	0.00	150,176.84	0.00		0.00
247-728-967.700	CITY IMPROVEMENTS	1,899.16	0.00	0.00		0.00
247-728-970.000	CAPITAL OUTLAY	0.00	75,000.00	53,420.27		53,420.27
247-728-992.000	BOND PRINCIPAL	50,000.00	50,000.00	50,000.00		0.00
247-728-993.000	BOND INTEREST	17,432.50	15,283.00	15,282.50		7,091.25
Total Dept 728 - TIFA DEPT		84,663.54	329,709.84	143,396.63		63,612.35
TOTAL EXPENDITURES		84,663.54	329,709.84	143,396.63		63,612.35
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		195,508.04	214,818.17	209,568.71		84.55
TOTAL EXPENDITURES		84,663.54	329,709.84	143,396.63		63,612.35
NET OF REVENUES & EXPENDITURES		110,844.50	(114,891.67)	66,172.08		(63,527.80)
BEG. FUND BALANCE		50,368.77	161,213.27	161,213.27		
END FUND BALANCE		161,213.27	46,321.60	227,385.35		

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 03/31/24	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
08/03/2023	GJ SUMMER 23 TAX DISTRIBUTION		120349 148,660.46	JE# 7068	
01/31/2024	GJ TAX DISTRIBUTION WINTER		123667 35,149.50	JE# 7194	
401.000	PROPERTY TAXES	183,809.96	183,809.96	0.00	100.00
573.000	LOCAL COMMUNITY STABILIZATION				
10/24/2023	GJ LCSA PPT REIMBURSEMENT		122205 22,561.19	JE# 7144	
573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	22,561.19	0.00	100.00
665.000	INTEREST INCOME				
07/31/2023	GJ INTEREST MONTH OF JULY 23- EATON FED		120318 0.07	JE# 7054	
07/31/2023	GJ INTEREST MONTH OF JULY 2023		120319 47.26	JE# 7055	
08/31/2023	GJ INTEREST MONTH OF AUGUST 23		120945 155.45	JE# 7084	
08/31/2023	GJ INT MONTH OF AUG (EATON FED)		120946 0.03	JE# 7085	
09/30/2023	GJ INTEREST MONTH OF SEPT 2023		121897 136.48	JE# 7118	
10/31/2023	GJ INTEREST MONTH OF OCT 23		122206 120.72	JE# 7145	
11/07/2023	GJ CD MATURED - INDEPENDENT BANK		122258 2,287.50	JE# 7157	
11/30/2023	GJ INTEREST MONTH OF NOV 2023		122501 112.38	JE# 7162	
12/31/2023	GJ INTEREST MONTH OF DEC 23		123197 80.18	JE# 7175	
01/31/2024	GJ INTEREST MONTH OF JAN 2024		123668 81.95	JE# 7195	
02/29/2024	GJ INTEREST MONTH OF FEB 2024		124371 90.99	JE# 7221	
03/31/2024	GJ INTEREST MONTH OF MARCH		124683 84.55	JE# 7248	
665.000	INTEREST INCOME	8,447.02	3,197.56	5,249.46	37.85
Total - Dept 728		214,818.17	209,568.71	5,249.46	97.56
Total Revenues		214,818.17	209,568.71	5,249.46	97.56
Expenditures					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/10/2023	AP FINANCIAL SECRETARIAL DUTIES JULY 2023		119976 333.33	Inv #: 'JULY 2023' Vendor '09752'	
07/10/2023	AP SECRETARIAL DUTIES JULY 2023		119978 75.00	Inv #: 'JULY 2023' Vendor '0000011144'	
07/10/2023	AP CHANGED PAYMENT METHOD TO ACH		120314 75.00	Inv #: 'JULY 2023A' Vendor '0000011144'	
08/10/2023	AP Void Invoice JULY 2023 0000011144		120422 (75.00)	Inv #: 'JULY 2023' Vendor '0000011144'	
08/14/2023	AP SECRETARIAL DUTIES MONTH OF AUG 2023		120450 75.00	Inv #: 'AUG 2023' Vendor '0000011144'	
08/14/2023	AP FINANCIAL SECRETARY DUTIES MONTH OF AUG		120451 333.33	Inv #: 'AUG 2023' Vendor '09752'	
09/11/2023	AP SECRETARIAL DUTIES MONTH OF SEPT 2023		120994 75.00	Inv #: 'SEPT 2023' Vendor '0000011144'	
09/11/2023	AP FINANCIAL SECRETARIAL DUTIES MONTH OF SE		120995 333.33	Inv #: 'SEPT 2023' Vendor '09752'	
10/09/2023	AP SECRETARIAL DUTIES MONTH OF OCT 23		121961 75.00	Inv #: 'OCT 23' Vendor '0000011144'	
10/09/2023	AP FINANCIAL SECRETARIAL DUTIES MONTH OF OC		121962 333.33	Inv #: 'OCT 23' Vendor '09752'	
11/13/2023	AP SECRETARIAL DUTIES NOVEMBER AND SPECIAL		122292 150.00	Inv #: 'NOV 2023' Vendor '0000011144'	
11/13/2023	AP FINANCIAL SECRETARIAL DUTIES NOV 2023		122293 333.33	Inv #: 'NOV 2023' Vendor '09752'	
12/11/2023	AP SECRETARIAL DUTIES MONTH OF DEC 23		122576 75.00	Inv #: 'DEC 2023' Vendor '0000011144'	
12/11/2023	AP FINANCIAL SECRETARIAL DUTIES DEC 23		122577 333.33	Inv #: 'DEC 2023' Vendor '09752'	
01/08/2024	AP SECRETARIAL DUTIES MONTH OF JAN 2024		123252 75.00	Inv #: 'JAN 2024' Vendor '0000011144'	
01/08/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JA		123253 333.33	Inv #: 'JAN 2024' Vendor '09752'	
02/12/2024	AP SECRETARIAL DUTIES MONTH OF FEB 2024		124013 75.00	Inv #: 'FEB 2024' Vendor '0000011144'	
02/12/2024	AP FINANCIAL DUTIES MONTH OF FEB 2024		124014 333.34	Inv #: 'FEB 2024' Vendor '09752'	
03/11/2024	AP SECRETARIAL DUTIES MONTH OF MARCH 2024		124455 75.00	Inv #: 'MARCH 24' Vendor '0000011144'	
03/11/2024	AP FINANCIAL DUTIES MONTH OF MARCH 2024		124456 333.33	Inv #: 'MARCH 24' Vendor '09752'	

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 03/31/24	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER	4,975.00	3,749.98	1,225.02	75.38
727.000	OFFICE EXPENSE				
11/08/2023	AP CERTIFICATE OF DEPOSIT/MEMBERSHIP CREDIT		122256 25.00		
03/11/2024	AP ANNUAL FEE FOR USE OF CHAMBERS, PAPER, C		124458 1,000.00		Inv #: 'CD' Vendor '0000011360' Inv #: 'OFFICE 23-24' Vendor '02060'
727.000	OFFICE EXPENSE	1,125.00	1,025.00	100.00	91.11
731.000	PUBLICATION	300.00	0.00	300.00	0.00
801.000	ATTORNEY	500.00	0.00	500.00	0.00
803.000	ENGINEERS FEES				
01/08/2024	AP GENERAL ENGINEERING THROUGH 11/30/23		123250 2,460.13		Inv #: '84972' Vendor '0000011326'
01/08/2024	AP GENERAL ENGINEERING THROUGH 12/20/23		123251 10,741.25		Inv #: '85162' Vendor '0000011326'
02/12/2024	AP GENERAL ENGINEERING THROUGH 1/21/24		124012 675.00		Inv #: '853721' Vendor '0000011326'
03/11/2024	AP GENERAL ENGINEERING THROUGH 021424		124459 1,692.50		Inv #: '86029' Vendor '0000011326'
803.000	ENGINEERS FEES	28,000.00	15,568.88	12,431.12	55.60
807.000	AUDIT				
07/31/2023	AP AUDIT OF 22-23 THROUGH 7/31/23		120452 2,250.00		Inv #: '6053' Vendor '11101'
10/09/2023	AP AUDITOR BILL- PAID BY CITY- REIMBURSE CI		121960 2,100.00		Inv #: '6075' Vendor '02060'
807.000	AUDIT	4,350.00	4,350.00	0.00	100.00
967.000	SIDEWALK AND LIGHTING IMPROVE	150,176.84	0.00	150,176.84	0.00
970.000	CAPITAL OUTLAY				
03/21/2024	AP 2024 CHEVY SILVERADO		124539 50,866.00		Inv #: '176750' Vendor '0000011374'
03/29/2024	AP DRAWER STORAGE AND GROWLER FLEET FOR POL		124669 2,179.27		Inv #: '44347' Vendor '10705'
03/29/2024	AP WINDOW TINTING NEW POLICE TRUCK		124670 375.00		Inv #: '7159' Vendor '0000011376'
970.000	CAPITAL OUTLAY	75,000.00	53,420.27	21,579.73	71.23
992.000	BOND PRINCIPAL				
10/01/2023	AP BOND PRINCIPAL AND INTEREST PAYMENT		120993 50,000.00		Inv #: 'BOND 10/1/23' Vendor '0000011228'
992.000	BOND PRINCIPAL	50,000.00	50,000.00	0.00	100.00
993.000	BOND INTEREST				
10/01/2023	AP BOND PRINCIPAL AND INTEREST PAYMENT		120993 8,191.25		Inv #: 'BOND 10/1/23' Vendor '0000011228'
03/11/2024	AP TIFA 2013 TAX INCREMENT BONDS INTEREST		124457 7,091.25		Inv #: 'BOND INT 24' Vendor '0000011228'
993.000	BOND INTEREST	15,283.00	15,282.50	0.50	100.00
Total - Dept 728		329,709.84	143,396.63	186,313.21	43.49
Total Expenditures		329,709.84	143,396.63	186,313.21	43.49
NET OF REVENUES AND EXPENDITURES		(114,891.67)	66,172.08	(181,063.75)	